

OPEN STATEWIDE
—EXAMINATION—
CASEWORK SPECIALIST
CONTINUOUS FILING



The Position

A **Casework Specialist**, Juvenile Justice Division, performs intensive individual casework services, group counseling and psychotherapy with an assigned caseload; prepares psychosocial case histories in a timely manner for diagnostic purposes; interprets the social aspects of mental and emotional disturbances and delinquency to parents, relatives, parole officers, and others interested in the welfare of the wards; and maintains the safety and security of wards and staff within an institutional setting. As a member of an interdisciplinary team, works with psychiatrists, clinical psychologists, academic and vocational teachers, and group living staff in treatment planning; and does other work as required.

Positions are located at the following facilities: Preston Youth Correctional Facility; Southern Youth Correctional Center & Clinic; Ventura Youth Correctional Facility; and Heman G. Stark Youth Correctional Facility.

Visit our website at www.cdcr.ca.gov for more information about the Casework Specialist and the CDCR.

**EXAMINATION
INFORMATION**

The exam is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

The examination will consist of a Supplemental Application weighed 100%. All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application, which will be mailed at a later date. **Persons who do not return the completed Supplemental Application will be considered to have withdrawn from this examination.** The information on the Supplemental Application will be used to assess each candidate's relevant education and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

HOW TO APPLY

To apply for Casework Specialist submit a Standard State Application (Form 678) to:

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CERTIFICATION AND APPOINTMENTS UNIT
2201 BROADWAY
SACRAMENTO, CA 95818-2572**

Examination Applications (Form 678) will be accepted on a **CONTINUOUS BASIS**, and examinations will be conducted based upon the needs of the department.

Application Form STD 678 can be obtained at the following locations: Employment Development Department Offices; California Department of Corrections and Rehabilitations' Testing Centers and Institutions; or the California Department of Corrections and Rehabilitations' Central Personnel Office, or by contacting our toll-free job line at 1-866-232-JOBS. Individuals interested in applying for Casework Specialist can also apply on-line at www.cdcr.ca.gov, or through the State Personnel Board at www.spb.ca.gov. Most public libraries have computers available for accessing the internet.

SALARIES

Range A: \$4781 (Academy)
Range B: \$5615 - \$6821*
Range J: \$5020 - \$5020 (Apprenticeship Program)
Range K: \$5896 - \$7162 (Journeyman-Level Institution Assignment)

*Applicable to state employees when current salary is higher than Range A.

**MINIMUM
REQUIREMENTS**

It is the responsibility of all applicants to ensure the education and/or experience requirements are met by the test date(s). Your signature on your application indicates that you have read, understood and possess the basic qualifications.

Education: Completion of a two-year graduate curriculum in social work in an accredited school of social work (a master's degree in social work). Candidates who are enrolled in the final academic year of graduate work will be admitted to the examination, but they will not be appointed until they complete the required education.

SPECIAL PERSONAL CHARACTERISTICS

An objective and empathetic understanding of the Department of Corrections & Rehabilitation, Juvenile Justice Division wards; ability to work effectively in a correctional facility with wards of various racial, ethnic and cultural differences; tolerance; tact; patience; and emotional stability, maturity and integrity.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the wards.

THE SELECTION PROCESS

Candidates must be successful in each of the examinations and selection components listed to be eligible for a Casework Specialist appointment. Photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

EXAMINATION SCOPE.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the supplemental application evaluation process will be on measuring each competitor's:

Knowledge of:

1. Principles, procedures, techniques, trends, and literature of social work with particular reference to casework and group work methods
2. Purposes, scope and operation of correctional institutions with particular reference to institutional programs for youthful offenders
3. Causes, nature and results of delinquency
4. Special aspects of mental and emotional disturbances and mental deficiency

Ability to:

1. Apply casework and group work methods and techniques to the diagnosis and treatment of wards
2. Establish and maintain the confidence and cooperation of persons contacted in the work environment
3. Write clear, accurate, concise reports and interpret statistical data
4. Analyze situations accurately and adopt an effective course of action
5. Communicate effectively

PEACE OFFICER REQUIREMENTS

Persons appointed as a Casework Specialist, Juvenile Justice Division, must meet the following requirements:

AGE REQUIREMENT

To be appointed as a peace officer, a person must have reached his/her 21st birthday.

CITIZENSHIP REQUIREMENT

Existing law provides that in order to be appointed to a peace officer position, a person must either be a U.S. Citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application for citizenship shall result in termination of employment.

FIREARM CONVICTION DISQUALIFICATION

Anyone (1) restricted from possessing, carrying or having under his/her control a firearm pursuant to Penal Code Section 12021; or (2) convicted of a misdemeanor crime of domestic violence under Title 18, United States Code, Section 922 (g) (9); or (3) restricted under any other federal or state law from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in this classification.

USE OF HARD DRUGS

Use of "hard" drugs (e.g., marijuana/THC, heroin, cocaine, opiates, amphetamines/methamphetamines, phencyclidine [PCP]) at any time as an adult (age 18 or older) constitutes a basis for disqualification from peace officer examinations.

HIRING INTERVIEW PROCESS

When a vacancy occurs within the youth correctional facility, the hiring facility may contact the candidate for a hiring interview. The hiring facility may make an offer to a candidate if his/her rank appears within the highest three ranks. The job offer is contingent on the candidate passing the background investigation process and medical requirements pursuant to Government Code Sections 1029.1 and 1031 (d).

**HIRING INTERVIEW
PROCESS CONT.**

Applicants who are **not** Department of Corrections & Rehabilitation peace officers who are successful in this examination will be required to complete a personal history statement which will require disclosure (with the exception of the three items listed under "Felony Disqualification" under "General Information") of information on arrests regardless of conviction, felony, and non felony convictions and driving violations. The information obtained by this document will be used to conduct a background investigation to determine suitability to become a peace officer. Information collected for background investigation after the examination is distinct from that required on the state application (Form 678) which is completed prior to the examination.

MEDICAL REQUIREMENTS

Prior to appointment, every applicant who is not a California Department of Corrections and Rehabilitation peace officer and is given a job offer will be required to undergo a medical examination to determine that he/she can perform the essential functions of the job safely and effectively. This examination will be conducted by medical service providers located throughout the State and will be paid for by the Department of Corrections & Rehabilitation.

The Pre Employment Medical includes, but is not limited to: a urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests, if necessary. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute basis for elimination from the certification list. An approved Pre Employment Medical is valid for one year and must be current at the time of appointment.

PSYCHOLOGICAL SCREENING

Psychological screening is also a component of the medical evaluation for the Casework Specialist, Juvenile Justice Division classification. After an applicant has been offered a job contingent on passing the medical examination, he/she will be scheduled for a psychological screening evaluation conducted by the State Personnel Board in accordance with the California Code of Regulations Sections 172.4 through 172.11.

TRAINING REQUIREMENTS

All persons selected to be Casework Specialists must successfully complete (1) 16 week training academy unless they have already completed the academy for a prior Department of Corrections & Rehabilitation classification and (2) a one-week intensive training course which includes casework management, functional supervision, ethics and professionalism, time management, training techniques, etc.

**GENERAL
INFORMATION**

EXAMINATION LOCATIONS: The examination will be scheduled at the California Department of Corrections and Rehabilitation's Testing Centers. Candidates needing special testing arrangements due to a disability must mark the appropriate box on the Standard State Application (STD 678).

OFFICE OF PEACE OFFICER SELECTION TESTING CENTER LOCATIONS

Northern Testing Center
2201 Broadway
Sacramento, CA 95818-2572
(916) 227-2110

Central Testing Center
2510 S. East Avenue, Suite 350
Fresno, CA 93706
(559) 445-6141

Southern Testing Center
9055 Haven Avenue, Suite 104
Rancho Cucamonga, CA 91730
(909) 944-6697

TDD is a telecommunications device used by the hearing impaired and may be reached by calling TDD at (800) 735-2929 or voice phone at (800) 735-2922.

DRUG FREE WORKPLACE: It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: The California Department of Corrections and Rehabilitation offers equal opportunity to **ALL** regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

ON AN EXAMINATION WITHOUT A WRITTEN FEATURE, it is the candidate's responsibility to contact the Department of Corrections & Rehabilitation, Office of Peace Officer Selection, in Sacramento at (916)227-2105 three weeks after the final filing date if he/she has not received a progress notice.

IF YOU MEET THE REQUIREMENTS STATED ON THIS BULLETIN you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

THE DEPARTMENT OF CORRECTIONS AND REHABILITATION reserves the right to revise the examination plan to better meet the needs of the department if the circumstances under which this examination plan changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

ELIGIBLE LIST: In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date and the resulting eligible lists will be used to fill vacancies in the area shown on this bulletin. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

VETERANS PREFERENCE: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional

Examination, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference form (SPB Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to the changes in the law, which were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

FELONY DISQUALIFICATION: You are disqualified from being employed as a peace officer if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may answer "no" to question 11 on the application (Form 678) if your conviction(s) (1) have been sealed under Penal Code Section 851.7, 851.8, 1000.5, 1203.45 and Health and Safety Code Section 11361.5, (2) have been expunged or are expungable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

POLICY OF NONDISCRIMINATION ON BASIS OF DISABILITY STATEMENT: The Department of Corrections & Rehabilitation does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities.

APPEAL INFORMATION: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the California Department of Corrections and Rehabilitation failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. The appeal must be filed within 30 days after the notice of examination results are mailed and must state the facts, information, or circumstances upon which the appeal is based. Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco, and Los Angeles.

MISSION AND VALUES

Mission: To Improve public safety and reduce victimization through evidence-based crime prevention and recidivism reduction strategies.

Values: We commit ourselves to principled leadership – a set core values that guide our behavior:

- **Integrity** – We conduct ourselves professionally, achieving the highest ethical standards.
- **Accountability** – We take responsibility for our actions and the consequences.
- **Justice** – Crime Victims, staff, and offenders receive equitable process and fair outcomes.
- **Collaboration** – Everyone supports mutual understanding of ideas, open exploration of our differences, and works constructively and cooperatively with our stakeholders.
- **Employee Well-Being** – We foster an environment that supports professional development and personal health.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION ❖❖❖ INSTITUTION ADDRESSES

Avenal State Prison #1 Kings Way P.O. Box 8 Avenal, CA 93204 (559) 386-0587	California Correctional Center 711-045 Center Road P.O. Box 790 Susanville, CA 96130 (530) 257-2181	California Correctional Institution 24900 Highway 202 (93561) P.O. Box 1031 Tehachapi, CA 93581-1031 (661) 822-4402	California Institution for Men 14901 South Central Ave. P.O. Box 128 Chino, CA 91710 (909) 597-1821
California Institution for Women 16756 Chino-Corona Rd. P.O. Box 6000 Corona, CA 92818 (909) 597-1771	California Medical Facility 1600 California Drive P.O. Box 2000 Vacaville, CA 95696 (707) 448-6841	California Men's Colony Highway 1 P.O. Box 8101 San Luis Obispo, CA 93409 (805) 547-7900	California Rehabilitation Center 5th Street and Western P.O. Box 1841 Norco, CA 92860 (909) 737-2683
California State Prison, Corcoran 4001 King Avenue P.O. Box 8800 Corcoran, CA 93212-8309 (559) 992-8800	California State Prison, Los Angeles County 44750 - 60th Street, West Lancaster, CA 93536-7620 (661) 729-2000	California State Prison, Sacramento Prison Road P.O. Box 290002 Represa, CA 95671 (916) 985-8610	California State Prison, San Quentin San Quentin, CA 94964 (415) 454-1460
California State Prison, Solano 2100 Peabody Road P.O. Box 4000 Vacaville, CA 95696-4000 (707) 451-0182	California Substance Abuse Treatment Facility & State Prison 900 Quebec Ave./P.O. Box 7100 Corcoran, CA 93212 (559) 992-7100	Calipatria State Prison 7018 Blair Road P.O. Box 5001 Calipatria, CA 92233 (760) 348-7000	Centinela State Prison 2302 Brown Road P.O. Box 731 Imperial, CA 92251-0731 (760) 337-7900
Central California Women's Facility 23370 Road 22 P.O. Box 1501 Chowchilla, CA 93610-1501 (559) 665-5531	Chuckawalla Valley State Prison 19025 Wileys Well Rd. P.O. Box 2289 Blythe, CA 92255 (760) 922-5300	Correctional Training Facility Highway 101N P.O. Box 686 Soledad, CA 93960 (831) 678-3951	Deuel Vocational Institution 23500 Kasson Road P.O. Box 400 Tracy, CA 95376 (209) 835-4141
Folsom State Prison 300 Prison Road P.O. Box 71 Represa, CA 95671 (916) 985-2561	High Desert State Prison 475-750 Rice Canyon Rd. P.O. Box 750 Susanville, CA 96127 (530) 251-5100	Ironwood State Prison 19005 Wileys Well Rd. P.O. Box 2229 Blythe, CA 92226 (760) 921-3000	Kern Valley State Prison 3000 West Cecil Avenue P.O. Box 6000 Delano, CA 93216 (661) 721-6300
Mule Creek State Prison, Ione 4001 Highway 104 P.O. Box 409099 Ione, CA 95640 (209) 274-4911	North Kern State Prison 2737 West Cecil Ave. P.O. Box 567 Delano, CA 93216-0567 (661) 721-2345	Pelican Bay State Prison 5905 Lake Earl Drive P.O. Box 7000 Crescent City, CA 95531-7000 (707) 465-1000	Pleasant Valley State Prison 24863 West Jayne Avenue P.O. Box 8500 Coalinga, CA 93210 (559) 935-4900
Richard J. Donovan Correctional Facility at Rock Mountain 480 Alta Road San Diego, CA 92179 (619) 661-6500	Salinas Valley State Prison 31625 Highway 101 P.O. Box 1020 Soledad, CA 93960-1020 (831) 678-5500	Sierra Conservation Center 5100 O'Byrnes Ferry Road P.O. Box 497 Jamestown, CA 95327 (209) 984-5291	Valley State Prison for Women 21633 Avenue 24 P.O. Box 99 Chowchilla, CA 93610-0099 (559) 665-6100
Wasco State Prison-Reception Center 701 Scofield Ave. P.O. Box 8800 Wasco, CA 93280-8800 (661) 758-8400	<i>Juvenile Justice Division Facilities (formerly the California Youth Authority)</i>		N. A. Chaderjian Youth Correctional Facility 7650 South Newcastle Road P O Box 213014 Stockton, CA 95213-9014 (209) 944-6400
Preston Youth Correctional Facility 201 Waterman Road Ione, CA 95640 (209) 274-8000	O. H. Close Youth Correctional Facility 7650 South Newcastle Road P O Box 213001 Stockton, CA 95213-9001 (209) 944-6391	Pine Grove Youth Conservation Camp 13630 Aqueduct-Volcano Road P. O. Box 1040 Pine Grove, CA 95665 (209) 296-7581	El Paso de Robles Youth Correctional Facility 4545 Airport Road Paso Robles, CA 93447-7008 (805) 238-4040
Southern Youth Correctional Reception Center and Clinic 13200 South Bloomfield Road Norwalk, CA 90650 (562)262-9979	Heman G. Stark Youth Correctional Facility 15180 Euclid Avenue Chino, CA 91710 (909) 606-5000	Ventura Youth Correctional Facility 3100 Wright Road Camarillo, CA 93010 (805) 4857951	